



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

VIDEOGRAPHER II

Group-Section: Business Technology Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 41 Job #: XA64
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JOB SUMMARY

This is the journey level position performing Videographer II job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and apply the full range of specialized videographic skills and job knowledge to produce a wide variety of broadcast quality video; adapts procedures, operations, techniques, tools, materials, and/or equipment to meet needs of area of specialization. The decision regarding what needs to be done depends upon the analysis of each videographic assignment, the chosen course of action selected from many alternatives, or direction from lead staff. The work involves analyzing a variety of videographic capture, editing, program development and production problems and issues and independently developing effective and creative solutions.

OVERSIGHT

Supervision Received: The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Supervision Given: None

JOB DUTIES

1. Consults with clients and performs preproduction planning to identify production needs, strategies, schedules and equipment.
2. Reviews and edits scripts for video programs.
3. Provides videographic coverage of functions, capital project activities, and media events. Captures field, studio, and aerial video and audio recordings.
4. Performs video and audio editing, enhancing, and image processing, balancing and merging multiple format images with multiple track sound sources to produce a broadcast quality final product for training, public relations, Board and member agency communications, and documentation.
5. Designs and renders computer 2D, 3D, and animated graphics for video.
6. Formats finished video products for multiple distribution channels.

7. Operates multi-camera live editing audio and video broadcast systems; maintains and troubleshoots associated equipment.
8. Maintains operational condition of videographic and related equipment.
9. Maintains video library, including indexing, cataloging, metadata input; image research, location and delivery.
10. Directs activities of vendor resources.
11. Performs other related Videographer job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university in a related field and four years relevant experience; or an equivalent combination of education and experience; or two years in a MWD Videographer I classification.

Required Knowledge of: Principles and techniques of videography, audio capture and studio/location lighting; principles, techniques and applications for post production of video and audio; applications for computer graphic and animation generation; principles and techniques of image processing and file format conversion with computer video editing software; and current office technology and equipment.

Required Skills and Abilities to: Maintain professional and consumer level video and audio equipment; visualize, structure and produce a broadcast quality video and audio program; capture high quality video and audio footage with a creative approach; convert video and audio to various file formats for storage/distribution on a variety of media; apply lighting principles in varying conditions to produce high quality photo/video imagery; setup and operate teleprompter; produce and format B-roll footage; manage multiple projects with varying deadlines and budgets; adapt to technical challenges; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as video equipment and backpacks of supplies. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment: The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, boots, goggles, gloves, or shields. Travel is frequent, including local and remote sites. Shoot assignments may include use of water craft, helicopters, or other aircraft. Environmental conditions will range from the normal to extremes of temperature and terrain, including office, studio, field, worksite, and diverse location assignments.

Vision Requirements: Close vision (clear vision at 20 inches or less), Distance vision (clear vision at 20 feet or more), Color vision (ability to identify and distinguish colors), Depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).